

# **ANNUAL ELEMENT PROGRESS REPORT**

## ***Housing Element Implementation***

(CCR Title 25 §6202 )

Jurisdiction SAN MATEO

Reporting Period 01/01/2015 - 12/31/2015

Pursuant to GC 65400 local governments must provide by April 1 of each year the annual report for the previous calendar year to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). By checking the “Final” button and clicking the “Submit” button, you have submitted the housing portion of your annual report to HCD only. Once finalized, the report will no longer be available for editing.

The report must be printed and submitted along with your general plan report directly to OPR at the address listed below:

**Governor’s Office of Planning and Research  
P.O. Box 3044  
Sacramento, CA 95812-3044**

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**Table A**

### Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
Meadow Walk Bldgs H, D, G, I, F, J	5+	Owner	0	0	5	40	45	45		Inc	
Brightside	5+	Owner	0	0	5	27	32	32		Inc	
Quimby	5+	Renter	0	16	0	142	158	158		Inc	
Russell	5+	Renter	0	7	0	63	70	70		Inc	
Tidelands	5+	Owner	0	0	8	52	60	60		Inc	
(9) Total of Moderate and Above Moderate from Table A3					18	353					
(10) Total by Income Table A/A3			0	23	18	353					
(11) Total Extremely Low-Income			0								

Units*	
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**Table A2**

### Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c )(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

\* Note: This field is voluntary

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**Table A3**  
**Annual building Activity Report Summary for Above Moderate-Income Units**  
**(not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>	0	0	0	0	0	0	0
No. of Units Permitted for <b>Above Moderate</b>	5	22	0	2	0	29	0

\* Note: This field is voluntary

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**Table B**

**Regional Housing Needs Allocation Progress**

**Permitted Units Issued by Affordability**

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.												Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	695	0	0	0	0	0	0	0	0	0	0	695
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Low	Deed Restricted	500	23	0	0	0	0	0	0	0	0	23	477
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Moderate		589	18	0	0	0	0	0	0	0	0	18	571
Above Moderate		1267	353	0	0	0	0	0	0	0	-	353	914
Total RHNA by COG. Enter allocation number:		3051	394	0	0	0	0	0	0	0	0	394	2657
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

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**Table C**

### Program Implementation Status

Program Description (By Housing Element Program Names)		<b>Housing Programs Progress Report - Government Code Section 65583.</b> Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.	
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H 1.1 Residential Protection	Consider policy during the Special Use Permit process with respect to the intrusion of incompatible uses and overconcentration of non-residential uses, during the Site Plan and Architectural Review process in regards to adequate buffers, and during design review of developments during design review process.	2023	The City has adopted zoning code amendments which limit the over concentration of non-residential uses in residential zoning districts while at the same time allowing for provision of Special Use Permit request to provide for case by case review of facilities which meet identified community needs. Case by case evaluation of the impact of non-residential land uses has occurred with all Special Use Permits. Adequate buffers between residential and non residential uses are reviewed during the initial plan check. Zoning Code provisions require quantitative setbacks and buffers to ensure that both the residential and non residential uses are protected.
H 1.2 Single Family Preservation	Consider potential impacts on intact single family neighborhoods during the review of land use changes and special use permits for proposed development other than single family dwellings and consider buffering provisions during design review process.	2023	Review of Special Use Permits for development near single-family neighborhoods are reviewed for land use compatibility including findings that the granting of such permit would not adversely affect the general health, safety or welfare of the community. Multi-family Dwelling Design Guidelines and Zoning Code requirements include provisions to ensure new multifamily developments are designed to transition to nearby single-family residences through tiered building heights and massing. In multifamily zoned properties that abut single family zones, there are increased setbacks and buffers to ensure that the impact to single family neighborhoods are reduced. Additional

			buffering above and beyond the quantitative requirements outlined in the Zoning Code is considered during the design review process.
H 1.3 Housing Rehabilitation	125 Minor Home Repairs for Low Income Households	16 projects/yr.	2015: Rehabs = 38
H 1.4 Code Enforcement	Continue code enforcement efforts and provide staff as needed to improve residential areas. Continue use of administrative citations and fees, civil penalties, and civil and criminal litigation to bring about compliance.	2023	The City continues its enforcement efforts and provides staff to improve residential areas through abatement, administrative citations and fees, civil penalties, and civil litigation to bring about compliance. The City also uses court ordered inspection and abatement warrants to enter, inspect, and clean up hoarders and residential junkyards that present immediate health and safety violations.
H 1.5 Building Bulk	Through plan check review of single-family dwellings and duplex buildings, ensure compliance with both the single family and duplex regulations and design guidelines that control the bulk of and height of buildings.	2023	Plan checking of single-family dwellings is ongoing. Second story additions to single family dwellings and new single-family dwellings require design review. The adopted Single Family Design guidelines help to control the bulk and height of second story additions and new single family dwellings. In 2004, Duplex Design Guidelines were adopted by the City Council. These guidelines help to protect against the over-sized additions and new construction in R-2 zoning districts.
H 1.6 Variances and Lot Divisions	Consider existing neighborhood character during variance and subdivision review.	2023	Existing neighborhood character continues to be considered in the review of all variance and lot spit applications. Property and building characteristics of properties in the vicinity of any variance or lot split application become the basis of findings and recommendations for these types of applications.
H 1.7.1 Retention of Existing Lower Income Units	1) Monitor Lesly Park Towers to ensure refinance to ensure affordability upon expiration of exsisting covenants.	2015	Lesley Towers was able to secure a loan from HUD to complete full upgrades of the building and to preserve the building as senior affordable housing for an additional 40 years.
H 1.7.2 Retention of Existing Lower Income Units	2) Coordinate extension of existing City Loan terms and affordability requirements for Humboldt House.	2020	No action required at this time.
H 1.7.3 Retention of Existing Lower Income Units	3) Support regional and local efforts to address renter displacement. Examine issues for City Council review and establish strategies as warranted.	2016	The City continues communications with the County Housing Authority and Department of Housing for ongoing opportunities. During Fall 2015 the City, at the direction of Council, convened a Housing Task Force comprised of a diverse group of local housing professionals and community leaders. The Task Force will finalize its report to Council in Spring 2016, when Council will determine necessary next steps.
H 1.8 Condominium Conversion	Continue the existing policy of protecting existing residents by offering purchase opportunities, long-term leases and relocation assistance.	2023	There were zero (0) condo conversions in 2015.



H 1.9 Demolitions	Prohibit demolition of existing residences until a building permit for new construction has been issued, unless health and safety problems exist. Prevent housing stock from becoming health and safety problems through code enforcement efforts.	2023	Demolition ordinance will continue to be implemented.
H 2.1 Fair Share Housing	Monitor housing production against ABAG Fair Share Allocation. (Regional Housing Need Allocation-RHNA)	Annual	See Tables A and B above
H 2.2 Jobs/Housing Balance	Monitor housing production against new job creation.	Annual	The City continues to work toward addressing the jobs-housing balance. The jobs housing ratio is based upon number of jobs per employed resident and is considered balanced the closer the ratio is to 1.00. ABAG projects that, based on the growth of jobs in the City, the jobs-per-employed-resident ratio will continue to rest around 1.00 through 2020.
H 2.3.1 Public Funding of Low/Moderate Income Housing	1) Set aside 20% of general fund property tax revenues from former RDA areas aka "Boomerang Funds".	Annual	The City continues the 20% set aside.
H 2.3.2 Public Funding of Low/Moderate Income Housing	2) Assist 50 Extremely Low, 85 Very Low, 10 Low and 60 Moderate income units.	60 units July 2015	A one acre site in the Bay Meadows development to accommodate ~60 very low income units has been dedicated to the City. Preliminary site analysis has been completed, a developer will be selected in 2016.
H 2.4.1 Private Development of Affordable Housing	1) Maintain Inclusionary Housing Requirements on ownership and rental residential developments.	2023	The Below Market Rate (BMR) inclusionary program requires 10% or 15% of any new residential project that has 11 or more units to be affordable.
H 2.4.2 Private Development of Affordable Housing	2) Consider Commercial Linkage Fee	2023	The City participated in a Countywide Nexus study that was completed in September 2015. City Council directed staff to implement a program which is estimated to be adopted in 2016.
H 2.5 Distribution of Low/Mod Housing	Consider during review of applications for funding of affordable housing projects.	2023	The City's current Below Market Rate program ensures that affordable housing is developed throughout the City rather than in specific areas since it is applied on all new housing projects that contain 11 or more units. Additionally, staff tries to avoid concentration of new affordable housing in any given neighborhood.
H 2.6 Rental Housing	Consider during review of applications for multi-family housing.	2023	The decision to develop rental vs. for-sale units in multifamily projects varies with the market. Some developers don't decide whether to sell or rent their units until the units are under construction and the market is evaluated at that time.
H 2.7 Secondary Units	Ensure compliance with regulations,	2023	Secondary Units are permitted as of right within residential zoning districts.

	architectural standards, and design guidelines that promote design compatibility with the principle residence and the neighborhood, provide required parking on-site, and minimize privacy impacts on adjoining properties.		Each application for a second story secondary unit is reviewed for consistency to the Single Family Design Guidelines and the Zoning Code. The City permitted 2 Secondary Units during 2015.
H 2.8 Single Room Occupancy	Adopt a Single Room Occupancy ordinance to allow the development of new SRO projects.	2018	The City does not have a Single Room Occupancy ordinance. There were no applications for SRO developments during this reporting period. An SRO ordinance will be developed in conjunction with any request for development of an SRO project.
H 2.9 Multi-Family Location	Maintain multi-family zoning on specified sites consistent with the Land Use Map or Land Use Element policies.	2023	The locations designated in this policy have been designated as multi-family residential on the Land Use Map and have been reclassified to a multi-family zoning designation. The City has maintained existing land zoned for multi-family use. Multi-family projects have been developed on the Bay Meadows practice track. Additional multi-family development is planned/approved for portions of the Bay Meadows race track.
H 2.10 Housing Densities	Consider policy during the development review process.	2023	Regulations to provide for greater density upon provision of public benefits and comprehensive multi-family guidelines have not yet been developed. Both the Measure H (1991) and Measure P (2004) voter initiatives established density ranges in the City. Since 2001, residential development has averaged 77% of the maximum permitted density, and over 80% since 2006. Project specific amenities are analyzed on a case by case basis during the public review process.
H 2.11 Senior Project Location	Consider during review of reclassification applications to the Senior Citizen Overlay district and Residential Care Facility Special Use Permits.	2023	The City allows Senior Projects within multi-family and commercially zoned properties. The City continues to promote the development of senior housing through its use of the Senior Citizen Overlay District. The Kimochi Senior Care Facility, approved in 2013, is under construction and expected to be completed in 2016.
H 2.12 Mixed Use	Permit the construction of housing or mixed-use projects in commercial areas. Encourage mixed use in specific area plans, the El Camino Real Master Plan, and the San Mateo Rail Corridor Transit-Oriented Development Plan. Consider designation in future plans for 42 Avenue.	2023	Construction of mixed use buildings are permitted in all commercial zoning districts. Applicants developing in specific areas such as the El Camino Real Master Plan and San Mateo Corridor Plan areas are encouraged to develop mixed-use buildings.
H 2.13 Transportation Oriented Development	Encourage TOD in locations near transit nodes. Ensure that proposals conform to the TOD and the San Mateo Rail Corridor TOD Plan.	2023	The San Mateo Rail Corridor Plan Transit-Oriented Development Plan, and a subsequent TOD ordinance, was adopted by the City Council in 2005. This document and the subsequent specific plan and design guidelines have regulated development in the rezoned Transit Oriented Development (TOD)

			properties. During 2015 two residential projects going through sale/lease-up, Mode by Alta and Bay Meadows Phase II blocks 1, 2, and 3, had project-specific TDM Programs on file with the City. When fully occupied these projects will provide over 300 units.
H 2.14.1 The Homeless	1) Continue support where feasible for programs and facilities to prevent homelessness.	2023	City provides continuous representation and participation on the County Continuum of Care focusing on programs for prevention of homelessness and services to homeless families & individuals. City actively participated in development of HOPE San Mateo County, the 10-year plan to end homelessness completed in 2006. The HOT Program (Housing Outreach Team) started as a first year pilot project in 2006 focused on developing a Housing First model for chronically homeless persons in Downtown San Mateo. It has proven to be a pilot program that is being duplicated by other jurisdictions who are implementing HOT programs in their communities throughout the County. The Vendome, a SRO located downtown, provides supportive services while continuing to house some of the most chronic formerly homeless individuals.
H 2.14.2 The Homeless	2) Allow shelters a permitted uses in Regional/Community Commercial zones. Review Buffer zone and amend code if necessary	2015	Zoning Code was amended in 2009 to allow emergency shelters in C2 and C3 Districts as a permitted use. Emergency shelters were also made a permitted use for religious institutions located in residential zoned areas. The City's Zoning Code designates a 300ft buffer from parks and schools which is expected to be removed during FY16/17.
H 2.14.3 The Homeless	3) Support home sharing as alternative to homelessness.	2023	The City supports home sharing through funding HIP (Human Investment Project) Housing, a local non-profit whose main service is matching home seekers with those offering space for home sharing.
H 2.15 Open Choice	Continue implementation of the Fair Housing Resolution, affirmative marketing of city-subsidized housing projects, and provision of available funding for private nonprofit organizations that monitor and provide assistance to those experiencing discrimination in housing choice.	2023	The City contracts with Project Sentinel to provide Fair Housing services, monitoring and investigation. All housing related projects or services funded by the City include affirmative marketing guidelines and are monitored on a regular basis. City completed an Analysis of Impediments for Fair Housing in 2013.
H 2.16.1 Special Needs Groups	1) Continue to support programs particularly designed to accommodate special needs groups.	2023	2015: The City provided financial assistance to 3 nonprofit organizations that provided housing, rental assistance and/or housing related services to variety of special needs populations.
H 2.16.2 Special Needs Groups	2) Consider requests for Reasonable Accommodations to City zoning code in accordance with ordinance.	2023	Reasonable Accommodation Ordinance was adopted on 6/16/14.
H 3.1 Sustainable Housing Development	Ensure future housing developed in sustainable manner.	2023	The City has had a Green Building Ordinance since 2009 and adopted the latest state Cal-Green code in January 2014.

H 4.1 Energy and Water Efficiency	Coordinate countywide marketing efforts to promote Property Assessed Clean Energy (PACE) financing programs to residents.	July 2015	The City is a part of 4 PACE programs, that advertise and administer the financing programs to City residents. The information about PACE is also available on the City's Sustainability webpage, within the Energy section.
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General Comments: